

Submitting Documentation

All medical documentation, including bills should be submitted to the Central Processing Facility in London, KY. The full address is:


**US Department of Labor
OWCP District 13
P.O.Box 8300
London, KY 40742-8300**

Be sure to include the employee's name and OWCP Claim Number on all documentation. This includes any bills or supporting documentation. If you submit a multiple page document, be sure the claim number is on each page. All information received in the London, KY facility is scanned into an electronic database and added to an electronic case file.

Provider Checklist:


- ☐ Provider enrolled with ACS/ ACS provider number on bill
- ☐ FECA Case # on medical bill & documentation
- ☐ Medical documentation submitted to the Department of Labor (DOL), London, KY
- ☐ Prior authorization requested through ACS
- ☐ Diagnosis code obtained from injured employee/ copy of DOL letter

Arizona National Guard
Human Resources Office
Injury Compensation Program
5636 E McDowell Rd, Bldg M5710
Phoenix, AZ 85008-3495



Federal Employees
Compensation Act (FECA)
Injury Compensation
Program

Guide To Requesting Authorization for Medical Treatment and Paying Bills



**ARIZONA
NATIONAL GUARD
5636 E McDowell Road
Bldg M5710
PHOENIX, AZ 85008-3495**

For more information, contact
TSgt Dan Hooper
Injury Compensation Program
Administrator
(602) 629-4834

Affiliated Computer Services (ACS)

The Department of Labor, Office of Worker's Compensation Programs (OWCP) has specific procedures for authorizing and approving medical treatment, authorizing pharmacy requests and paying medical bills. OWCP has contracted with ACS to provide medical bill processing and medical authorizations for the FECA Program. These processes are handled by ACS and have been consolidated at a single facility in London, KY. All requests for any of these services must be sent through this facility. The procedures are outlined in this brochure. Do not send requests for these procedures to the National Guard as they will be returned without action.



Enrolling With ACS

In order to obtain services, you, the medical provider, must first be enrolled with ACS. You can enroll on their website at <http://owcp.dol.acs-inc.com>. From the main page of the site, you can click on "Forms and Links" and then "Federal Employees Compensation Act" to obtain downloadable information on various aspects of the medical authorization and bill payment process.

Once enrolled, you will receive an ACS Provider Number which is critical to your using the system. Once in the system, there are a number of available features for you to access. These include:

- Online provider update
- Medical bill submission
- Eligibility inquiry
- Medical Authorization Request
- Medical Authorization Inquiry
- Provider Payment Status Inquiry
- Access to claim forms and instructions



Obtaining Authorization for Medical Services

To request medical services, you must contact ACS for authorization. To request medical authorization, you may use the website at <http://owcp.dol.acs-inc.com>, telephone (850) 558-1818 or Fax your request to (800) 215-4901

You must provide your ACS Provider Number, state the ICD-9 diagnosis code, the CPT procedure code and the OWCP Claim Number. The claim number can be obtained from the injured worker.

Keep in mind that the ICD-9 and CPT codes must match your accepted condition.

Once you have authorization, you can proceed with the service.

Getting Medical Bills Paid

In order to have your bills paid, you must be enrolled in ACS and have an ACS Provider Number. The bill must contain a description of the service performed with procedure codes that are compatible with the accepted condition. ICD-9 codes can be found on the ACS Website.

Bills submitted manually must be submitted on an HCFA-1500 form or a UB-92 form. The mailing address is Department of Labor, P.O. Box 8300, London, KY 40742-8300.

Diagnosis Codes

If a new diagnosis code needs to be added to the accepted condition, the provider needs to write a letter of justification to the Department of Labor and mail it to ACS at the London, KY address.

Remember to write the OWCP Claim Number on each page of correspondence sent to ACS.

